

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF OCTOBER 12-16, 2009.

MONDAY, OCTOBER 12, 2009

*11:30 a.m.	Harbor Commission	Holiday Inn—City Centre Green Bay
* 6:00 p.m.	Executive Committee	Room 200—Northern Bldg. 305 E. Walnut Street

TUESDAY, OCTOBER 13, 2009

* 5:15 p.m.	Veterans' Recognition Subcommittee	Room 201—Northern Bldg. 305 E. Walnut Street
*5:30 p.m.	Board of Health	2 nd Floor Conference Room 610 S. Broadway Street

WEDNESDAY, OCTOBER 14, 2009

* 1:00 p.m.	Land Information Office Committee	Room 200—Northern Bldg. 305 E. Walnut Street
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THURSDAY, OCTOBER 15, 2009

* 9:00 a.m.	Traffic Safety Commission	Highway Department 2198 Glendale Avenue
* 5:30 p.m.	Administration Committee	Room 200—Northern Bldg. 305 E. Walnut Street

FRIDAY, OCTOBER 16, 2009 (No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHEID

PORT AND SOLID WASTE DIRECTOR

-- PUBLIC NOTICE --

BROWN COUNTY HARBOR COMMISSION

Monday, OCTOBER 12, 2009 at 11:30AM

Holiday Inn – City Centre, Green Bay, WI

AGENDA:

1. Roll Call
2. Approval/Modification - Meeting Agenda
3. Approval/Modification - September 14, 2009 Meeting Minutes
4. Strategic Plan Subcommittee - *Update*
5. Letter to WDNR/USEPA Regarding Navigation Concerns Related to the Fox River Clean-up Project - *Request for Approval*
6. Assignment of SemFuel's Dockwall Lease to Noble Petro Inc. (contingent upon Brown County Corporation Counsel review) – *Request for Approval*
7. Foreign Trade Zone General Zone Activity Request - *Update*
8. Port Budget - *Update*
9. Cat Island Mitigation Bank Project - *Update*
10. Bay Port Operating Decision
 - a) Recalculations of Closure & Long-Term Care Costs - *Request for Approval*
 - b) Engineering & Design Costs for Cell 9 Expansion - *Request for Approval*
 - c) Engineering & Research Cost Pursuing Beneficial Reuse - *Request for Approval*
11. Director's Report
12. Audit of Bills – *Request for Approval*
13. Tonnage Report
14. Such Other Matters as are Authorized by Law
15. Adjourn

Charles J. Larscheid
Port & Solid Waste Director

Any person wishing to attend who, because of disability requires special accommodations should contact the Brown County Port and Solid Waste Department at 492-4961, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items which are described or listed on the agenda

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima Vice Chair

Tom Lund, Bernie Erickson

John Vander Leest, Andy Nicholson, Patrick Evans

EXECUTIVE COMMITTEE

Monday, October 12, 2009

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of September 9, 2009.

Comments from the Public

Communications

1. Communication from Supervisor Erickson re: Brown County should look at having drug offenders register their current addresses so residents have knowledge of who is living in their neighborhoods. (Referred from September County Board.)
2. Communication from Supervisor Scray re: Review Boards authority regarding hiring freeze of County employees. (Referred from September County Board.)
3. Communication from Supervisor Clancy re: I would like the Public Safety Committee to be briefed at the November or December meeting re: the radio operability study, cost implementation, timing and funding mechanics. (Referred from September County Board.)

Legal Bills

4. Review and Possible Action on Legal Bills to be paid.

Reports

5. County Executive Report.
 - a. Budget Status Financial Report for August 31, 2009.
6. Labor Negotiator Report.
7. Internal Auditor Report.
 - a. Budget Status Financial Report for August 31, 2009.
 - b. 2010 Audit Plan.

8. Board Attorney Report.
 - a. Change in Ordinance Relating to Health and Dental Insurance After Retirement.
 - b. Advisory Resolution – Citizenship/Legal Alien Requirement for Driver's License.
 - c. Resolution re: Adopting a Policy Toward Customer Service.
 - d. Ordinance re: To Adopt Subsection (3)(e) of 2.03 of the Brown County Code Entitled Organization, Policy and Authority of the Brown County Board of Supervisors.
 - e. Ordinance re: To Amend a Portion of Subsection (2) of Section 4.79 of the Brown County Code Entitled "Short Term Disability Leave".

Standing Item

9. Review Brown County requirements of ID when applying for any Social Services from the County.

Resolution, Ordinances

10. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
11. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
12. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
13. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
14. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Morrison and for the Statewide Voter Registration System (SVRS).
15. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
16. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
17. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
18. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
19. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
20. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
21. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).
22. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).
(Motion at Administration Cmte: To Approve.)
23. Resolution re: highway Department Change to Table of Organization: Delete (1.0 FTE) Chief Blacksmith and Create 1.0 FTE 1st Mechanic. *(Motion at PD&T Cmte: To approve.)*

24. Ordinance re: To Repeal and Re-Create Sec. 8.08 "Pets" of Chapter 8 of the Brown County Code Entitled "Parks and Recreation Facilities." *(Motion at Ed 7 Rec Cmte: To change the wording in Section 1, Subsection (2) to: The Facility and Park Management Department will designate areas of public parks and recreational trails to be on-leash or off-leash "Dog Exercise Areas" subject to the Department's rules and regulations and as approved be the Brown County Board of Supervisors.)* (Ordinance to be distributed.)

Other

25. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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VETERANS SUBCOMMITTEE

Jack Krueger, Chair

Sherry Steenbock, Vice Chair

Donald Bettine, John Walschinski, James Haskins,
Kristen Verhaagh, Duane Pierce, John Maino.

**Running Total of Veterans' Certificates: 1124

VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, October 13, 2009

****5:15 p.m.****

Room 201, Northern Building
305 E. Walnut Street

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of August 11 and September 8, 2009.
5. Request from C.P.O. Troy Ness for Membership on the Committee.
6. Discuss Plans for the 2009 Veterans' Day Program at Duck Creek VFW.
7. Review All Veterans' Day Programs in the Area & this Committee's Involvement.
8. Report from CVSO Jerry Polus (if available).
9. Report from Chair Jack Krueger, Including Review of the Media Release & Contacts Made by the Chair.
10. Report from Committee Members (Steenbock, Bettine, Haskins, Maino, Pierce, Verhaagh, & Walschinski).
11. Such other Matters as Authorized by Law.
12. Adjourn.

Jack Krueger, Chair

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**BROWN COUNTY BOARD OF HEALTH
TUESDAY, OCTOBER 13, 2009
5:30 PM**

Brown County Health Department
610 So Broadway St, 2nd Floor Conference Room
Green Bay, WI 54305
Conference Room Phone #: 920-448-6444

AGENDA

1. Call to Order, Introductions & Board Status Update
2. Approval/ Modification of the Agenda
3. Approval of Minutes of August 12, 2009
4. Odor Ordinance / Odor Complaint Status and Discussion
5. 2009 H1N1 Update
6. 2010 Budget Update
7. Director's Report
8. Any Other Business Authorized by Law
9. Adjournment/ Next Meeting

Please RSVP attendance to Juli Gray at 448-6405 no later than 4:30 PM Friday, October 9, 2009. Thank-you!

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

AGENDA

Brown County

Land Information Office (LIO) Committee

Wednesday, October 14, 2009

1:00 PM

305 East Walnut Street (Northern Building) Room 200

ROLL CALL:

Kerry Blaney	_____	Tom Hermesen	_____
Bill Bosiacki	_____	Chuck Lamine chair	_____
Bill Boyle	_____	Jim Nickel	_____
Bernie Erickson	_____	Ray Smith	_____
Dorothy Erickson	_____	Lynn VandenLangenberg	_____
Pat Ford	_____	Jim Wallen	_____
Bill Hafs	_____	Cathy Williquette vice chair	_____
Bob Heimann	_____		

Introduction of new LIO Committee Members Dorothy Erickson and Bill Boyle:

Thanks You to Mike Hronek and Lynn Schwarm for their years of serving on the LIO Committee

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 8, 2009 LIO Committee meeting

REPORTS:

1. Project Updates
 - a. Plat Book
 - b. 2010 Aerial Photo & Budget Modification
 - c. FEMA Flood Mapping
 - d. Activity Reports
2. Legislative Updates
 - a. AB349
 - b. Flat Fee update
 - c. Social Security Number Redaction

NEW BUSINESS:

1. Approval of the "ArcGIS Server" web mapping project plans
2. Discussion on Advertising with County Land Information
3. Discussion on the 2010 – 2015 Land Records Modernization Strategic Plan
4. Any Other Matters

Notice is hereby given that action by the Land Information Office may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

SHERIFF'S DEPARTMENT

Brown County

300 EAST WALNUT
P.O. BOX 22003
GREEN BAY, WISCONSIN 54305-4206
PHONE (920) 448-4200 FAX (920) 448-4206



DENNIS KOCKEN
SHERIFF

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Brown County Traffic Safety Commission will be held on **Thursday, October 15th, 2009 at 9:00 a.m.** at the **Brown County Highway Department, 2198 Glendale Ave., Green Bay.**

Agencies reporting traffic fatalities for the third quarter of 2009 **please forward** incident information in advance to Randy Schultz at: Schultz_rs@co.brown.wi.us. Thank you.

A G E N D A

1. Call to Order
2. Approve Minutes
3. Town of Scott, Nicolet Drive Speed Limit
4. "Slow Down" Campaign
5. "Escort Bill"
6. US41 Construction Update
7. BOTS Update (HVE & Legislative)
8. 2009 Winter Projects
9. 3rd Quarter Serious & Fatal Crash Review
10. Citizen Appearances
11. Other Business as Allowed by Law

Randy Schultz
Chair
Brown County Traffic Safety Commission

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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, October 15, 2009

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

****Please Bring Budget Book** (Combined Regular & Budget Meeting)**

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of September 24, 2009.
1. Review minutes of:
 - a) Facility Master Plan Subcommittee (9/17/09).
 - b) Housing Authority (9/21/09).

Communications

2. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty. (Held for one month.)
3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Held for one month).

Corporation Counsel

4. Record Retention. (Held for one month).

Dept. of Administration

5. Budget Status Financial Report for Dept of Administration & Information Services for August 31, 2009.
6. 2009 Budget Transfer Log.
7. Grant Application Approval Log for October.

Human Resources

8. Budget Status Financial Report for August 31, 2009.
9. Activity Report for September 2009.
10. Health Reimbursement Account (HRA) Recommendation.
11. Ordinance re: To Amend "Schedule A – Records Retention Schedule – Personnel" Appended to Section 3.15 of the Brown County Code.
12. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Department of Administration).

13. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Human Resources Department).
14. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Facility & Park Management Department).
15. Resolution re: Change in Table Organization Sheriff's Department (Transfer Accountant position from the Sheriff's Department to the Department of Administration.)

Facility Management

16. Budget Status Financial Report for August 31, 2009.
17. Approval of contract to La Plant Roofing and Construction for \$108,984 to replace roofs at Barkhausen and Shelter Care (Bid Tabulation and Bid Analysis attached).

Treasurer

17. Treasurer's Financial Report for the Months of July & August.
18. Budget Status Financial Report for August 31, 2009.
19. Bid Opening on Tax Deeds Sales.

County Clerk No agenda items.

Child Support No agenda items.

Other

20. Audit of bills.

BUDGET REVIEW

REVIEW OF 2010 DEPARTMENT BUDGET

21. **County Clerk** - Review of 2010 department budget.
22. **Corporation Counsel** - Review of 2010 department budget.
23. **Child Support** - Review of 2010 department budget.
24. **Facility Management** - Review of 2010 department budget.
25. **Dept. of Administration** - Review of 2010 department budget.
26. **Human Resources** - Review of 2010 department budget.
27. **Treasurer** - Review of 2010 department budget.

Year 2010 Nondivisional Budgets Review

28. Debt Service Fund.
29. Capital Projects.
30. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.
31. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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OCTOBER 2009





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:30pm 1	2	3
4	5	Comm. Treatment Center Open House 6-8 pm 6	Public Safety 5pm 7	8	9	10
11	Executive Cmte 6pm 12	Vets' Recognition 5:15pm 13	14	Administration Cmte 5:30pm (budget & reg) 15	16	17
18	19	Public Safety Cmte 10am (budget & reg) Homeless 3:30pm 20	EMS 1:30pm Board of Supervisors 7pm 21	Facility Master Plan 5:15pm 22	23	24
25	Land Con 6pm Plan Develop & Trans 6:30pm (budget & reg) 26	Criminal Justice Coord Bd 3:30pm; Ed & Rec 5:00 pm (budget & reg) 27	Human Svc Cmte 5:30 pm (budget only) 28	29	30	 HALLOWEEN 31



NOVEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Executive Cmte 6pm (budget & reg) 2	3	4	5	6	7
8	Board of Supervisors 9am 9	Vets' Recognition 5:15pm 10	 Veteran's Day 11	Facility Master Plan SubCmte 5:15pm 12	13	14
15	16	Homeless 3:30pm 17	Administration Cmte 5:30pm 18	19	20	21
22	Land Con 6pm Plan Develop & Trans 6:30pm 23	Criminal Justice Coord Bd 3:30pm 24	Human Svc Cmte 6pm 25	 THANKSGIVING 26	27	28
29	30					

BROWN COUNTY COMMITTEE MINUTES

- **Aging & Disability Resource Center (September 24, 2009)**
- **Bay-Lake Regional Planning Commission (August, 2009)**
- **Bay-Lake Regional Planning Commission (September, 2009)**
- **Criminal Justice Coordinating Board (September 29, 2009)**
- **FoxComm User Technical Committee (June 17, 2009)**
- **Housing Authority (September 21, 2009)**
- **Human Services Board (September 10, 2009)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

September 24, 2009

PRESENT: Keith Pamperin, Pat Cochran, Tom Diedrick, Warren Skenadore, Bill Clancy, Libbie Miller, Donajane Brasch,

EXCUSED: Patricia Finder-Stone, Judy Parrish, Steve Daniels

UNEXCUSED: Grace Aanonsen

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, John Holzer, Denise Misovec

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:34 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Cochran and seconded by Ms. Miller to adopt the September 24, 2009 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF August 27, 2009: Supv. Clancy moved and Mr. Pamperin seconded to approve the minutes of the regular meeting of August 27, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

A APPROVAL OF AUGUST FINANCE REPORT: Ms Archambault reported that we are on target. She noted that Salary Expense appears to be under budget; however, there are three pay periods in September. Building Improvements will be over due to the new foundation needed on the parking lot project. Kitchen and Other Nutrition Supplies are under since we no longer have to purchase sterno for the steel cases to keep food hot as they have been replaced with electric thermal bags.

On the Revenue Report the first eleven line items are state and federal grants and we will receive and spend these monies by year end. Ms. Archambault also noted that we are close to budget with Project Income: Nutrition.

Mr. Pamperin moved and Ms. Miller seconded to approve the August, 2009 Financial Report. **MOTION CARRIED.**

B. APPROVAL OF RESTRICTED FUNDS: Board Members reviewed the restricted donations of \$15 from Arlene VanOss, \$25 from Rosaleen Miskella, \$25 from Caroline Mraz, \$10 from Mark & Mary Zemanovic, \$100 from Theodore Leicht, \$50 from Ann Anderson and \$25 from Bernard Vondracheck, all in memory of Margaret Leight for agency use.

Ms. Archambault added that 8 electric thermal bags were purchased for \$2,478.55 with restricted funds from Nutri-Systems Corp. for the Home Bound Meal Program

Ms. Miller moved and Mr. Pamperin seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. REVIEW OF COUNTY FINANCE POLICIES: Ms. Archambault explained that the County has established a policy and procedure for handling cash receipts. She noted

that the policy and procedure included in the board packet for board perusal is the policy the ADRC of Brown County has adopted and is presently following along with having a petty cash fund of \$125.

RESOLUTION IS SUPPORT OF REGIONAL TRANSIT AUTHORITY: Ms. Archambault stated that she serves on the Green Bay Para Transit Sub-Committee. She explained that once Brown County reaches a certain population, federal funding for transit ends. Several years ago a Transportation Study was conducted and the recommendation was to develop a Regional Transit Authority allowing for the exploration of other funding sources. Ms. Archambault referred board members to the resolution supporting the formation of a Greater Green Bay Regional Transit Authority and asked for their support of this concept.

Mr. Pamperin moved and Ms. Miller seconded to adopt the resolution supporting the formation of a Greater Green Bay Regional Transit Authority. **MOTION CARRIED.**

REPORT FROM FACILITIES/PLACEMENT COORDINATOR: Mr. John Holzer introduced himself to board members and gave a brief overview of his role as Facilities/Placement Coordinator. The main functions of his role at the ADRC are to manage and supervise facility maintenance, coordinate recruitment/placement of work experience programs' candidates at the ADRC & for the homebound meals program, and to coordinate the placement and monitoring of court ordered community service for the Department of Corrections, Circuit Courts, and some Green Bay Municipal Court referrals.

Mr. Holzer went on to explain that the ADRC relies on employment programs such as the Senior Service Worker Program, the WISE Program, the (CCEP) Community Corrections Employment Program and Department of Vocational Rehabilitation (DVR) for our maintenance crew. Workers are paid minimum wage for a 20 hour work week without benefits. Those coming to us through the Senior Worker program and the WISE Program are more stable employees and are more motivated to show up and take care of the customer. Many of the individuals from CCEP and DVR have more of a financial crisis need created by low pay, large garnishments, delay in paychecks, illness, lack/loss of transportation, and the unexpected. In order to recognize and encourage greater performance and to help meet these needs, the ADRC budget allows \$100 per month for a Maintenance Worker Incentive Fund. In 2008, 51 workers were helped through this fund. So far in 2009, 39 workers have received some type of recognition or assistance through this program.

Mr. Holzer reviewed several projects that were taken on this year. The ADRC Loan Closet which is funded through the ADRC budget as well as donations by customers and individuals provides adaptive aides such as wheelchairs, walkers, canes and bath benches to meet our client's needs. The West Side Lion's Club has expanded their network and has donated over \$8000 worth of adaptive aides. They recently submitted a collaborative article and picture to the Press-Gazette which promoted awareness of the loan closet and generated both donations as well as requests for items. Presently the closet has 1025 numbered items (items we would like returned) and several hundred unnumbered items (items we don't necessarily want returned due to the difficulty sanitizing such items).

The major investment and huge upgrade of replacing the ADRC's 2 parking lots and driveway were also undertaken this year. After discovering that a new foundation was needed under both lots added excavation and added gravel increased the cost to \$124,000 versus the accepted bid of \$82,000. However, we were able to add 2 parking spots to both lots, number handicapped spots, complete sidewalk access, remove curbs and become compliant with safety and drainage issues and aesthetics.

The Quality Inn & Suites graciously allowed our clientele free use of their parking lot during the reconstruction period for which we expressed our appreciation.

Mr. Holzer reported that the recession has increased the number of people performing community service in lieu of making donations by 33%. In 2009 referrals jumped from 150 to over 200 active people each month. So far in 2009 we have had 253+ hours at the ADRC, 371.25+ hours at homebound meals, 10.75+ hours at the Pulaski Senior Center, and 610.25+ hours at Curative's west side adult day care.

Focusing on the Employment Programs, funding cuts in some programs has meant increases in other programs to fill the gaps.

Looking ahead, Mr. Holzer updated board members on projects we would like to address in the future in an effort to become 25% more energy independent by year 2025:

- Window filming in atrium
- Rewire atrium switches separately
- Place exhaust fans on timer system
- Change ballasts over to T-8 bulbs
- Place soda machine and coffee makers on timer system
- Install motion sensors in larger rooms
- Upgrade heating & air cooling system to digital system allowing heating & cooling to be based on room occupancy
- Change out water heaters
- Future remodeling at this building and/or purchase and remodeling of additional building

Mr. Holzer noted that upgrading the heating & cooling systems to a digital system would not only give us the control to optimize macro-efficiency and minimize the buildings usage of heat and air but would also allow the county to troubleshoot from the county offices. An estimate from a county vendor for this project is approximately \$62,000 with a payback time of 17 years.

DISCUSSION OF ADRC CONFERENCE BOARD TRAINING: Mr. Pamperin reported that he, along with Ms. Archambault and Ms. Finder-Stone, had attended the ADRC Conference on Monday in Stevens Point. The conference was well attended by board members, directors and staff. Mr. Pamperin's impression was that Brown County's ADRC is more advanced than other ADRCs and many counties are looking to keep up with our development. After breaking into smaller groups Mr. Pamperin's group discussed: How do you develop the ideal Board and have them participate and advocate for services in the community? And, what can your Board do for your ADRC? Some suggestions were to set aside 5-10 minutes at the end of board meetings for public questions and comments, to partner with other agencies and invite them to appear before the Board, to move Board Meetings to other areas, and to assist the ADRC with marketing strategies to promote awareness to the fact that the ADRC is not only a place to come for social activities.

Thoughts Ms. Finder-Stone brought back were that ADRC Boards should have an Advisory Committee to investigate the needs of those we serve, the County Board Representative should make a report back to the County Board, good board attendance is a must, ideas and information should be shared throughout the state to better serve clients, and to remember who our customers are and what our purpose is.

Ms. Archambault came away with a look at the bigger picture, locally. She discussed how we can get more input from people with disabilities, how we can have a stronger presence and greater awareness in the community, and how do we serve people without competing with other agencies. Mr. Pamperin suggested putting our Vision Statement on the bottom of all agendas and having business cards for all board members with ADRC information on the back side.

Ms. Archambault encouraged board members to share other issues they would like added to future agendas.

RECOMMENDATION FOR BOARD APPOINTMENTS EXPIRING NOVEMBER 2009:

Ms. Archambault noted that Ms. Aanonsen, Ms. Miller, and Mr. Skenadore's terms on the board will expire in November. Ms. Miller was willing serve another term if reappointed. Mr. Skenadore is also serving on other boards and committees and was cautious with regard to overextending his participation. Ms. Aanonsen was not present and Ms. Archambault will contact her.

REVIEW OF ADRC COMMITTEES: Ms. Archambault reported that committees have not been meeting regularly. As we have grown it was decided that issues would be brought to be full board first and if further discussion or investigation was needed it would be sent to the appropriate committee. She asked if anyone wished to serve on an additional committee. Ms. Miller requested to add her name to the Personnel & Policy Committee at this time.

Ms. Archambault noted that the Personnel & Policy Committee will need to meet in the near future to perform her review and suggested that at that time they also discuss restructuring the current committees. The board approved by consensus.

I&A UPDATE: The I&A Update was tabled and will be added to the October Agenda.

DISCUSSION AND RECOMMENDATION FOR GRANT OPPORTUNITIES:

A. PREVENTION GRANT: Ms. Archambault stated that the ADRC would like to submit a grant application to the Greater Green Bay Community foundation-funds for Greater Green Bay" for funding to maintain a pool of "Sure Step" assessors, "Stepping On" facilitator and "Living Well with Chronic Conditions" facilitators. Approximately \$13,000 - \$15,000 would fund coordination and marketing, scheduling and planning, trainer fees, mileage, course materials, refreshments and lunches at the trainings, and fidelity checks required by the state for facilitator certification. Ms. Archambault requested board approval to submit the grant application.

Ms. Cochran moved and Ms. Miller seconded to approve the submission of a grant application to support the Falls Prevention Programs. **MOTION CARRIED.**

B. DEVELOPMENT OF CAREGIVER ALLIANCE: Ms. Archambault also requested board approval to request \$5,000 of funds through GWAAR for the development of Caregiver Alliance. These funds would be used to put on a Caregiver Workshop in May during Older Americans Month.

Mr. Pamperin moved and Sup. Clancy seconded to approve the request of \$5,000 for the development of Caregiver Alliance. **MOTION CARRIED.**

LEGISLATIVE UPDATE: No Report.

DIRECTOR'S REPORT: Ms. Archambault gave a brief 2010 budget update. Two Information & Assistance Specialists and one Benefit Specialist Assistant have been added to our organizational chart along with the cost for these positions. The contract for Human Services dollars has been taken out, \$15,000 of charge back expenses were added to Facilities Management, \$15,000 was added to the levy to balance the budget, the one furlough day for staff was taken out, and we will have to address the unfunded dollar amount next year.

GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES:
No Report

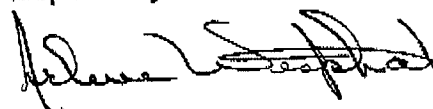
ANNOUNCEMENTS: The following announcements were made:

- Ms. Archambault invited board members to the Public Hearing on the ADRC's 2010-2012 Plan & Budget scheduled for Friday, October 16th, at 2:30 p.m. at the ADRC.
- Mr. Pamperin reminded those present of the Wheelchair Wash & Safety Check taking place at Options for Independent Living on Saturday, September 26th, from 10:00 a.m. to 1:00 p.m.
- Mr. Diedrick announced that at 10:00 a.m. on Wednesday, September 30th, there would be a signing proclamation taking place at Options for Independent Living for hiring people with disabilities for employment.

NEXT MEETING DATE – OCTOBER 22, 2009: The next ADRC Board of Director's Meeting will be held on Thursday, October 22, 2009. The November and December meetings will be combined and will be held on Thursday, December 10, 2009 at 8:30 a.m.

ADJOURN: Sup. Clancy moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.**
The meeting adjourned at 10:15 a.m.

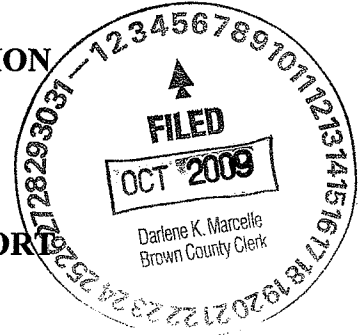
Respectfully submitted,



Arlene Westphal, Secretary

BAY-LAKE REGIONAL PLANNING COMMISSION
441 SOUTH JACKSON STREET
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AUGUST 2009

MONTHLY WORK PROGRAM ACTIVITY REPORT
By County



BROWN COUNTY

- On August 4th and 10th, Natural Resources Planner met with the Neville Public Museum and representatives from the Niagara Ledge AVA wineries to begin planning a 2010 Niagara Escarpment WineFest to recognize the "Month of the Niagara Escarpment" and help bring tourism dollars to Brown County.
- Commission staff met with NeighborWorks Green Bay on August 5th to discuss possible opportunities for collaboration.
- On August 12th, Commission staff met with Brown County Planning staff and East Central RPC staff to review the Fox-Wisconsin Heritage Corridor plan and maps.
- Commission staff participated in a meeting of the Brown County Planning Commission Transportation Subcommittee the morning of August 13th.
- On August 18th, Commission staff met with the Village of Wrightstown Board to discuss the Commission's experience and capabilities for providing planning assistance to the village.
- On August 19th, the Natural Resources Planner submitted the Oneida Nation of Wisconsin Multi-Hazard Mitigation Plan to FEMA and WEM for review.
- On August 20th, the Community Planner attended the Brown County Municipal Foresters EAB Work Group held at the WDNR Green Bay office.
- On August 21st, the Regional Transportation Planner conducted a town road pavement condition survey for the Town of Green Bay. A report on the condition of the town's roads will be prepared and submitted to the Wisconsin Department of Transportation.

DOOR COUNTY

- Commission staff met with the Town of Gardner Planning Committee on August 17th, to review a preliminary draft of the town's Future Land Use Map and Comprehensive Plan.

FLORENCE COUNTY

- On August 5th, the Principal Planner provided the Florence County Planning and Zoning Committee an update on the county's comprehensive plan development process.
- Commission staff continued to work on the development of *Florence County 20-Year Comprehensive Plan* as well as the six local community plans. Commission staff facilitated planning sessions on August 11th and August 19th to continue work on their comprehensive plans.
- The Community Planner along with UW-Extension staff submitted a pre-proposal for the USDA Forest Service State & Private Forestry Redesign Competitive Initiative. The pre-proposal is to use Florence County as a pilot project for conducting a county level forest sustainability framework.

KEWAUNEE COUNTY

- During June, the Commission continued to provide assistance to the towns of Casco, Franklin, Lincoln, and Red River with questions regarding their respective zoning ordinances.
- Commission staff continued working on a project plan amendment for the Village of Luxemburg's Tax Incremental Financing District #1. A Joint Review Board meeting was held on August 18th and a Public Hearing facilitated by the village's Plan Commission took place on August 24th.

MANITOWOC COUNTY

- Commission staff assisted three communities with their open houses in the Southern Planning Cluster in August. These communities were the Village of St. Nazianz (August 17th), the Town of Liberty (August 19th), and the Town of Schleswig (August 27th). A Plan Commission meeting was held after each open house to include a public hearing regarding each community's 20-Year Comprehensive Plan.
- Commission staff facilitated a meeting of the Town of Meeme Plan Commission on August 24th. The town is scheduled to begin a 30 day comment period on its draft 20-Year Comprehensive Plan in late September.
- A full draft 20-Year Comprehensive Plan was released for a 30 day public comment period for the Town of Eaton on August 26th.
- Commission staff facilitated a meeting of the Manitowoc County Planning Advisory Committee (MCPAC) on August 25th as part of the Manitowoc County multi-jurisdictional planning process. Principal agenda items addressed at this meeting included: continued review of draft county plan goals, objectives and policies; review of the countywide future land use map; and presentation of Chapters 3 (Future Land Use Plan) and 4 (Implementation) of Volume I of the *Manitowoc County 20-Year Comprehensive Plan*. Review of Chapters 1 (Introduction) and 2 (Issues and Opportunities) of the countywide plan were also scheduled to be reviewed at this meeting, but this was postponed to the September meeting due to a lack of time.
- Commission staff assisted three communities with their open houses in the Northwest Planning Cluster in August. These communities were the Town of Maple Grove (August 17th), the Village of Reedsville (August 18th), and the Village of Whitelaw (August 24th). A Plan Commission meeting was held after each open house to include a public hearing regarding each community's 20-Year Comprehensive Plan.
- Work continued on the Maritime Metro Transit Development Program (TDP) in August. Commission staff prepared maps and accompanying narrative that discuss (1) route segments with zero boardings and alightings, and (2) locations along all routes with an unusually high number of boardings and alightings where passenger shelters may be justified; these items were added to Chapter 6 of the TDP (Route Ridership Patterns) in early August. The Maritime Metro TDP Review Committee met to review the remaining boarding and alighting survey findings on August 19th. Commission staff also continued to tabulate results of the passenger opinion survey throughout the month of August.
- During the last month, the Natural Resources Planner continued the development of a FEMA grant application to fund a large flood control/stormwater management project in the City of Manitowoc.

MARINETTE COUNTY

- The Commission staff completed and mailed out review copies of the comprehensive plans for the Town of Stephenson and the Village of Crivitz
- Committee to review progress on the County Comprehensive Plan.
- On August 3rd, the regional Transportation Planner presented the City of Marinette (*revised*) Code of Ordinances to the City Council for adoption.
- On August 4th, the Regional Transportation Planner met with the Town of Beaver Planning Committee to continue development of their comprehensive Plan.
- On August 4th, the Natural Resources Planner held a Public Hearing for Town of Dunbar 20-Year Comprehensive Plan at the Town Hall.
- On August 11th, the Natural Resources Planner held a Public Hearing for Town of Pembine 20-Year Comprehensive Plan at the Town Hall.
- On August 11th, the Regional Transportation Planner met with the City of Niagara to continue development of their Comprehensive Plan.
- On August 12th, the Natural Resources Planner held an Open House and Public Hearing for Town of Niagara 20-Year Comprehensive Plan at the Town Hall.
- On August 13th, the Regional Transportation Planner facilitated an *open house* for the Village of Wausaukee at which the village's draft *Comprehensive Plan* was presented for public review and comment.
- On August 13th, the regional Transportation Planner met with the Village of Wausaukee Plan Commission. After conducting a public hearing, the Plan Commission recommended adoption of the *Village of Wausaukee 20-Year Comprehensive Plan*.
- On August 17th, the Natural Resources Planner held an Open House and Public Hearing for Town of Goodman 20-Year Comprehensive Plan at the Town Hall.
- On August 17th, the Regional Transportation Planner met with the Town of Wausaukee Plan Committee to continue development of their comprehensive Plan.
- On August 18th, Commission staff met with the Marinette County Comprehensive Plan Advisory Committee (MCCPAC) at which draft elements of the plan were presented for review.
- During the last month, Commission staff, continued work on the development of the Marinette County Comprehensive Plan.

OCONTO COUNTY

- Commission distributed a final draft of the *Oconto County Multi-Hazards Mitigation Plan* to encourage public review and comment. Two Open Houses (Suring and Oconto) were held on August 26th to allow the public to review this important document.

SHEBOYGAN COUNTY

- On August 4th, the Community Planner participated in the Sheboygan County Emerald Ash Borer (EAB) Work Group. As of August 21st, the interns finished the tree inventory for the county.
- On August 11th, Commission staff participated in a meeting of the Sheboygan County Smart Growth Implementation Committee.

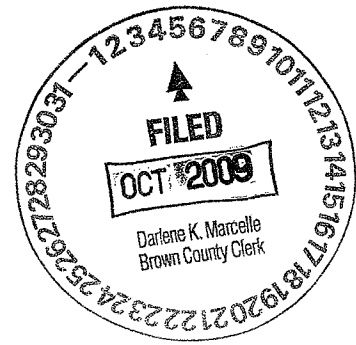
- Commission GIS Staff assisted the Sheboygan County Planning Department with GIS land use data to be used for the Sheboygan County Comprehensive Plan.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on August 27th. Principal agenda items addressed at this meeting included: review and recommendation of approval of Amendment #3 to the street and highway component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2008 - 2011*, and an update on WisDOT Northeast Region and MPO planning activities. Commission staff received authorization to process a minor amendment to the 2008 – 2011 TIP that would finance the reconstruction of a segment of Taylor Drive in the City of Sheboygan through American Recovery and Reinvestment Act (ARRA, or Stimulus) funds at this meeting.
- On August 31st, Commission staff participated in a meeting of the Land Use Sub-Committee of the Sheboygan County Smart Growth Implementation Committee.
- Commission staff began preparations for boarding and alighting and passenger opinion surveys for Sheboygan Transit that will be conducted this fall. Most of the work in August involved development of survey instruments for the boarding and alighting survey. Staff also began seeking comment on the previous passenger opinion survey instrument (so that adjustments can be made) from Sheboygan Transit staff and from other interested parties in August. Staff prepared an estimate of the number of hours it would take to conduct each survey, and also prepared a request for proposals (RFP) that was scheduled to be distributed to eight temporary employment firms based in the Sheboygan area in early September.
- During the month of August, the Natural Resources Planner began developing a FEMA Unified Hazard Mitigation Assistance grant application for the City of Sheboygan to update their Multi-Hazard Mitigation Plan.
- During the month of August, Commission staff continued preliminary work towards the development of an update to the *Sheboygan Urbanized Area Sewer Service Area Plan*.

MULTI-COUNTY/REGIONAL

- On August 5th and 6th, Commission staff attended the Pedestrian Safety Action Plan Workshop. The purpose of the workshop was to help community develop a pedestrian safety action plan.
- The Principal Planner attended a meeting on August 6th of regional economic development professionals to discuss ways to support the region's shipbuilding cluster.
- On August 12th, Commission staff helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at the Commission office. The charge of this committee is "to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs." Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.
- On August 12th, Commission staff attended a training to use Pavement and Surface Evaluation Rating (PASER) and Wisconsin Information System for Local Roads (WISLER) to manage roads.
- On August 12th, the Principal Planner participated in the Northwoods Economic Steering Committee meeting to make final arrangements for the Northwoods Summit V to be held October 6th at the Four Seasons.
- The Principal Planner attended to quarterly International Trade Advisory Committee meeting on August 14th to discuss workshops and other initiatives to promote international trade options for area companies.

- On August 20th, the GIS Coordinator participated on a conference call with the Wisconsin Geographic Information Coordination Council (WIGICC).
- On August 20th, the Executive Director coordinated a meeting of the Association of Wisconsin Regional Planning Commissions (AWRPC) at the Wisconsin Counties Association (WCA) offices. The AWRPC and WCA will be hosting a Regional Planning Commission Day at the Capitol in November.
- The Economic Development Advisory Committee (EDAC) meeting was facilitated by the Principal Planner on August 20th to review and prioritize community economic development projects submitted by communities and counties in the Bay-Lake Region.
- On August 28th, the Natural Resources Planner participated in a Joint Lake Michigan Academy and Lake Michigan Forum webinar.
- During the month of August, the Natural Resources Planner continued work on the development of Environmental Corridor mini-posters/brochures under National Association of Regional Councils (NARC) funding.
- Throughout August, the Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- During the last month, Commission staff printed the Green Bay East Shore Public Access Inventory report for distribution.

BAY-LAKE REGIONAL PLANNING COMMISSION
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MONTHLY WORK PROGRAM ACTIVITY REPORT
By County



BROWN COUNTY

- On September 3rd, the Natural Resources Planner participated in a meeting of the Lower Fox Basin Partnership in Green Bay.
- Commission staff met with NeighborWorks Green Bay on September 4th to continue discussing possible opportunities for collaboration.
- On September 4th, Commission staff met Sarah Burdette, Clerk/Administrator, for the Town of Ledgeview to discuss the Commission's experience and capabilities for providing planning assistance to the town in 2010.
- On September 8th, Natural Resources Planner met with the Neville Public Museum and representatives from the Niagara Ledge AVA wineries to begin planning a 2010 Niagara Escarpment WineFest to recognize the "Month of the Niagara Escarpment" and help bring tourism dollars to Brown County.
- On September 17th, Commission staff conducted a field review, with Brown County Parks and County Planning staff, of a parcel of land along the Niagara Escarpment in the Town of Rockland to determine the site's potential for public use.
- Commission staff met with Brown County Planning staff on September 22nd to continue discussion on potential 2010 projects.
- Commission staff participated in a meeting of the Brown County Shoreline Waterfront Redevelopment Steering Committee on September 30th.

DOOR COUNTY

- Commission staff met with the newly formed Town of Gardner Plan Commission on September 22nd, to review and approve the draft *Town of Gardner 20-Year Comprehensive Plan*.

FLORENCE COUNTY

- Commission staff continued to work on the development of *Florence County 20-Year Comprehensive Plan* as well as the six local community plans. Commission staff facilitated an Intergovernmental Cooperation Workshop on September 8th with results of the discussion to be included in the comprehensive plans.
- Commission staff assisted Florence County UW-Extension with GIS questions regarding geology GIS datasets for the County.

KEWAUNEE COUNTY

- On September 8, 2009, the Regional Transportation Planner met with the Town of Red River Zoning Administrator and the secretary of the Town's Plan Commission to continue review and revision of the town's zoning ordinance.
- Commission staff continued working on a project plan amendment for the Village of Luxemburg's Tax Incremental Financing District #1. The final Joint Review Board meeting was held on September 15th to approve the plan.
- Commission GIS staff met with the Town of Casco Zoning Administrator to update the Town's Zoning Map.
- Staff is assisting the County in submitting a Wisconsin Urban Forestry Grant for an EAB Readiness Plan.

MANITOWOC COUNTY

- The Principal Planner met with Ken Stubbe and Peter Tillman on September 28th to discuss a potential EDA project which involves a multi-partner business incubator and innovation center.
- On September 2nd, Commission staff met with the Village of Cleveland Plan Commission to continue the development of an Official Map for the village.
- Commission staff facilitated a meeting of the Manitowoc County Planning Advisory Committee (MCPAC) on September 23rd as part of the Manitowoc County multi-jurisdictional planning process. Principal agenda items addressed at this meeting included: distribution and review of draft Volume I of the *Manitowoc County 20-Year Comprehensive Plan*, final plan review schedule, and open house dates to present Volume I of the *Manitowoc County 20-Year Comprehensive Plan* to the public.
- In the Northwest Planning Cluster, Commission staff assisted the Town of Rockland Plan Commission with its open house and public hearing on September 9th. A Plan Commission meeting was held after this open house, including a public hearing regarding the town's 20-Year Comprehensive Plan.
- Commission staff assisted five communities with their open houses in the Lakeshore Planning Cluster in September. These communities were the Town of Manitowoc (September 8th), Village of Francis Creek (September 16th), Town of Two Rivers (September 17th), Town of Gibson (September 29th), and the Village of Maribel (September 30th). A Plan Commission meeting was held after each open house, including a public hearing regarding the community's 20-Year Comprehensive Plan.
- In the Southern Planning Cluster, Commission staff assisted the Town of Eaton with its open house and public hearing on September 28th. A Plan Commission meeting was held after this open house, including a public hearing regarding the town's 20-Year Comprehensive Plan. In addition, Commission staff released the *Town of Meeme 20-Year Comprehensive Plan* for a 30-day comment period on September 28th.
- On September 15th, Commission staff participated in a meeting (via teleconference) with the Manitowoc County team that participated in the Mobility Planning Services (MPS) Institute sponsored by Easter Seals Project ACTION in Washington, D.C., in April of 2008. Easter Seals Project ACTION staff facilitated the teleconference, asked team participants about progress made on the county's Mobility Action Plan, and offered to provide technical assistance to the county in the future as needed.
- Work continued on the Maritime Metro Transit Development Program (TDP) in September. The Commission's Administrative Assistant completed the tabulation of results from the passenger opinion survey in early September, and Commission staff prepared Chapter 5 of the TDP (Ridership

Opinion) during the first half of September. The Maritime Metro TDP Review Committee met on September 16th; major agenda items addressed at this meeting included: final questions and comments on Chapter 6 of the TDP (Route Ridership Patterns); distribution and review of draft Chapter 5 of the TDP (Ridership Opinion); and preliminary discussion of service and routing changes that should be examined in Chapter 9 of the TDP (Alternatives Analysis).

- During the last month, the Natural Resources Planner continued the development of a FEMA grant application and/or a CDBG grant application to fund a large flood control/stormwater management project in the City of Manitowoc.

MARINETTE COUNTY

- On September 1, the Regional Transportation Planner met with the Town of Beaver Planning Committee to continue development of their comprehensive Plan.
- On September 10th, the Commission facilitated an *open house* for the Village of Crivitz at which the village's draft *Comprehensive Plan* was presented for public review and comment. After conducting a public hearing, the Plan Commission recommended adoption of the *Village of Crivitz 20-Year Comprehensive Plan*.
- On September 16th, the Regional Transportation Planner met with the City of Marinette Transportation Coordination Committee to review operations of the City's Shared-Ride Taxi Transit Service. At this meeting, the Committee directed the Regional Transportation Planner to initiate development of the 2010 application for Federal and State assistance to operate the transit service.
- On September 17th, the Regional Transportation Planner met with the City of Niagara to continue development of their Comprehensive Plan.
- On September 9th, the Regional Transportation Planner met with the Town of Stephenson Plan Commission and Town Board. After conducting a public hearing, the Town Board adopted the *Town of Stephenson 20-Year Comprehensive Plan*.
- On September 21st, Commission staff met with the Marinette County Comprehensive Plan Advisory Committee (MCCPAC) in Crivitz, at which draft elements of the plan were presented for review.
- On September 22nd, the Regional Transportation Planner met with the Town of Wausaukee Plan Committee to continue development of their comprehensive Plan.
- During the last month, Commission staff, continued work on the development of the Marinette County Comprehensive Plan.

OCONTO COUNTY

- The Principal Planner met with the Oconto County Emergency Management Committee on September 10th to discuss the draft *Oconto County Multi-Hazards Mitigation Plan* and to answer any questions the committee had on the plan and the process in which it was drafted.
- On September 1, Regional Transportation Planner met with a representative of the Town of Riverview and conducted an assessment of the town's paved road surfaces. A survey of the town's paved road surfaces was conducted and the report was presented to the town.

SHEBOYGAN COUNTY

- During the month of September, the Natural Resources Planner developed FEMA Unified Hazard Mitigation Assistance grant application for the City of Sheboygan to update their Multi-Hazard Mitigation Plan.

- On September 2nd and September 8th, Commission staff participated in meetings of the Sheboygan County Smart Growth Implementation Committee and Land Use Sub-Committee to review draft chapters of the Sheboygan County Comprehensive Plan.
- Commission staff participated in a meeting of stakeholders for the State Highway 23 Freeway Designation and Corridor Preservation Study on September 9th. The meeting was held at the City of Plymouth Fire Department, and was sponsored by the WisDOT Northeast Region.
- Commission staff prepared a draft *2010 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in early September, and submitted this draft document to Wisconsin Department of Transportation (WisDOT) and Federal Highway Administration (FHWA) Wisconsin Division staff on September 10th. Commission staff met with WisDOT and FHWA staff to review the draft MPO Work Program (via teleconference) on September 17th.
- The Commission approved a minor amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2008 – 2011* at its meeting on September 11th. This minor amendment would finance the reconstruction of a segment of Taylor Drive in the City of Sheboygan through American Recovery and Reinvestment Act (ARRA, or Stimulus) funds. Commission staff transmitted the approved minor amendment to appropriate state and federal officials on September 21st, and WisDOT approved the minor amendment in a letter dated September 24th.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on September 24th. Principal agenda items addressed at this meeting included: distribution and approval of the draft *2010 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; an update on the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2010 - 2013*, and an update on WisDOT Northeast Region and MPO planning activities.
- Commission staff continued preparations for boarding and alighting and passenger opinion surveys for Sheboygan Transit that will be conducted this fall. A request for proposals (RFP) was sent to eight (8) Sheboygan area temporary employment agencies in early September. Commission staff heard from two (2) of the firms, evaluated the firms, and selected a firm to assist with survey administration by late September. A contract was drafted between the Commission and the selected temporary employment agency, and the other agency was also notified that it was not selected for the effort. Staff continued development of survey instruments for the boarding and alighting survey, and sequenced the boarding and alighting surveys to prepare for survey day. Staff also met with the Director of the Sheboygan Parking and Transit Utility the afternoon of September 11th in an effort to revise the passenger opinion survey instrument. The boarding and alighting survey is scheduled to be administered on October 6th (with a short training session the afternoon of October 5th). The passenger opinion survey is scheduled to be administered on October 13th (with a short training session on October 12th).

MULTI-COUNTY/REGIONAL

- The Principal Planner met with staff from ADVANCE and New North, Inc. on September 2nd to discuss the results collected during a recent survey conducted on the amount of money local organizations are spending on external marketing of the region.
- The Natural Resources Planner attended WEM/FEMA training on Benefit-Cost Analysis in Madison on September 1st and 2nd.
- On September 3rd, the Natural Resources Planner participated in a webinar on Great Lakes Funding.

- The Bay-Lake Regional Planning Commission hosted the WCMP RFP workshop on September 9th.
- Commission staff met with Adam Warpinski of Representative Steve Kagen's staff on September 9th to discuss local and regional projects and the potential federal funding sources for those projects.
- On September 15th, the Executive Director moderated a session entitled "Making the Most of Your Regional Planning Commission" at the Wisconsin Counties Association Annual Conference in LaCrosse.
- Commission staff participated in a meeting concerning progress on the WisDOT Northeast Region travel demand forecast model at the WisDOT Northeast Region office the morning of September 16th.
- Commission staff participated in a meeting of the Wisconsin Department of Natural Resources' Bureau of Air Management's Transportation Conformity Work Group (via teleconference) the afternoon of September 16th.
- On September 17th, the GIS Coordinator participated on a conference call with the Wisconsin Geographic Information Coordination Council (WIGICC).
- The Commission hosted the Niagara Escarpment Resource Network quarterly meeting on September 18th.
- The Principal Planner attended the annual fall WEDA conference from September 23rd -25th at the Metropolis Hotel in Eau Claire.
- The Executive Director gave a presentation on Green Infrastructure at the State of the Lake Michigan Conference on September 29th in Milwaukee.
- The Commission hosted a meeting of the Niagara Escarpment Cuesta Tourism committee on September 30th to review activities related to publicizing the 2010 Year of the Escarpment.
- On September 22nd the Community Planner participated in a teleconference with professionals across the state to discuss the Wisconsin's Forest Sustainability Framework and the applicability of using criteria and indicator assessments at the county and local levels.
- On September 24th, Commission staff attended the Wisconsin Working Lands Training in Oshkosh.
- On September 28th, the Natural Resources Planner participated in a Joint Lake Michigan Academy and Lake Michigan Forum meeting in Milwaukee.
- Under EPA funding, the Natural Resources Planner attended the State of the Lake Michigan (SOLM) Conference in Milwaukee September 29th to October 1st. The Executive Director attended the SOLM conference on September 29th and gave a presentation on environmental corridors/green infrastructure planning in the Bay-Lake Region.
- The GIS Coordinator continued to work on the Special Wetlands Inventory Study (SWIS) GIS project. A UW-Green Bay student intern is scanning wetland slides into a digital format for this project.
- The GIS Coordinator completed GIS internet mapping work for the NEIEN Challenge Grant. This project allowed the Commission to take land use inventories on the Commission's ArcIMS internet mapping site and make them streamable into GIS applications using WMS and WFS services.
- During the month of September, the Natural Resources Planner completed Environmental Corridor mini-posters/brochures and a website under National Association of Regional Councils (NARC) funding. The mini-posters were mailed to every community in the Region.

- Throughout September, the Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- The GIS Coordinator continued to work with the National Park Service and TPS Core Team on GIS mapping for the Trail Way Protection Strategy Plan for Sheboygan, Manitowoc and Kewaunee Counties.

**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular and budget meeting of the **Brown County Criminal Justice Coordinating Board** was held on Tuesday, September 29, 2009, in the Truttman Room of the Law Enforcement Center – 300 East Walnut Street, Green Bay.

Present: Judge Kendall Kelley - Chair, Jeffrey Cano, Pat Evans, Jack Jadin, Tim McNulty, Jed Neuman, Jayme Sellen, Lisa Wilson, John Zakowski.

Excused: Jim Arts, Don Hein, Dennis Kocken.

Citizen Reps: Jeffrey Jazgar, Dr. Gerald Wellens.

Also Present: Nicole Naze, News Media.

1. Call Meeting to Order:

The meeting was called to order by Chair Judge Kendall Kelley at 3:37 p.m.

2. Approve/Modify Agenda:

Motion made by Supervisor Evans and seconded by J. Neuman to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. Approve/Modify Minutes of May 26, 2009:

Motion made by J. Zakowski and seconded by J. Neuman to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. Status of Board Vacancies (County Executive Tom Hinz):

Executive Tom Hinz was not present. Jayme Sellen, Legislative Assistant, stated that there were two vacancies; and she introduced Lisa Wilson and Tim McNulty as the persons filling those two vacancies.

Motion made by Supervisor Evans and seconded by G. Wellens to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

5. Report from the District Attorney Regarding Drug Prosecution (D.A. John Zakowski):

D.A. Zakowski presented the 6-month summary of statistics for 2009 (copy attached). He introduced Nicole Naze, Intern, and stated that she has put a lot of time and effort into compiling this information.

D.A. Zakowski reviewed the statistics and noted the following 6-month percentages: Male—76.4% and Female—22.6%; and White—53.8%; Black—22.4%; Hispanic—10.3%. He offered the August statistics as follows: Male—57 and Female—17; White—39, Black—14, Hispanic—9, Native American—10 and Undetermined—2; Previous Convictions Yes—48 and No—20; and by age 18 to 24—32; 25 to 34—22; 35 to 44—10; 45 to 54—8; and 55 to 64—1. He stated that this shows that the trends reflected in the first 6 months' statistics continue into August.

Chair Kelley opined that this information is very helpful and asked D.A. Zakowski if he had drawn any conclusions from this information. D.A. Zakowski stated that what he

finds to be significant is no surprise—the age range. He noted that there is a slight disproportion with race, and said one thing that stands out is the number of previous convictions.

(Jeffrey Cano left at 3:53 p.m.)

Discussion took place concerning whether arrests were made by Drug Task Force officers or in conjunction with other charges initiated by local law enforcement.

Supervisor Evans asked how much time is involved in a drug case. D.A. Zakowski replied that there are 3 attorneys that are full-time drug prosecutors compared to 2 for domestic violence and 2 for traffic; he said drug cases do take a lot of time. Supervisor Evans expressed interest in obtaining information as to the percentage of court time spent on drug cases compared to others. He said he thought this would help the County Board and the people of Brown County understand how serious this issue is. Dr. Wellens added that this would also illustrate the costs involved. Chair Kelley offered to work with Lisa Wilson, Clerk of Circuit Courts, to see if this information could be obtained and perhaps presented as a pie chart to show the percentage of court cases by type.

Dr. Wellens expressed concern regarding the disproportionate numbers reported in the breakdown by race. Chair Kelley stated that one of the big concerns is that this could be one of two kinds of red flags: Either it could indicate disproportionate representation by minority population, or disproportionate prosecutions and/or arrests, which is presently a concern in the State Supreme Court. D.A. Zakowski explained that some of the people of minority status are not from this area. He continued by saying as part of the drug trafficking, people are coming into Brown County from areas such as Milwaukee, Chicago, and Racine; and this could skew the numbers.

When Chair Kelley questioned if this could be inappropriate disproportionate representation and where it could be taking place, D.A. Zakowski said he thinks these numbers reflect the people committing the crimes. He said, "Just like with age, young people are more apt to be doing drugs than the ever-increasing number of older people." He also said if you look at unemployment statistics, those numbers are disproportionate as well.

Supervisor Evans suggested taking this back to the leaders of minority communities to learn what the leaders are doing to help combat this problem. He said this "is an additional facet: Are the cops going after people disproportionately? Are the courts disproportionately prosecuting? Well, what is the leadership of these minorities doing? I think that's a facet that needs to be explored as well."

Chair Kelley said ultimately that would be the hope when all of this information is gathered. He said likewise with the age group: In order to get the best return on the investment, the age targeted would not be 60-year-olds. He continued by saying if the results of the research identifies a particular group, it "would certainly be a solution to get people involved who have some particular perspectives that they can share on how that might be best resolved." Supervisor Evans suggested inviting some leaders to meet. Chair Kelley stated that he would be interested in inviting others, and continued by saying he would be interested in obtaining an additional breakdown of the information by misdemeanor and felony charges.

D.A. Zakowski said he hopes that this Board is not headed in another direction. He said it was his understanding that the purpose of compiling this information was to learn how to solve the universal problem and expressed concern about "getting caught up in side arguments about racial politics." Chair Kelley agreed that this Board should be very careful not to get side-tracked on categorizing this problem as one that revolves around

race or age or gender. He also stated that he was primarily interested in resource allocation; and "if you identify where the problem is most serious, you're going to be able to target that problem most directly." He said another piece of information that would be helpful concerns the Drug Court, and stated that its effectiveness is related to drug-related priors.

Further discussion ensued concerning how and what information should be presented, so those reviewing the numbers would have a true picture of the situation.

Chair Kelley expressed appreciation to D.A. Zakowski and N. Naze.

Motion made by Supervisor Evans and seconded by G. Wellens to approve the report from the District Attorney. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. Community Drug Education Programs (D.A. John Zakowski):

D.A. Zakowski asked this Board to further clarify the information that is wanted by this Board.

After discussion, Chair Kelley asked D.A. Zakowski to compile a list of all community resources that are available that relate to this issue.

Chair Kelley said another issue that arose in his recent training is that "alcohol is a core problem here." He said Wisconsin has the most lenient alcohol laws in the country, and there are some serious problems that flow from that. He also reported that a committee "just like this one" in Outagamie County decided not to put people in jail for OWI (operating while intoxicated) and has started using electronic monitoring instead. He said he has been trying to advocate for an increase in penalties, because this judicial district has some of the lowest penalties in the state. Dr. Wellens added that Wisconsin has 1/3 of its adults with "problem drinking." Chair Kelley said he will report back to this Board concerning this issue.

Motion made by Supervisor Evans and seconded by J. Zakowski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

7. Such Other Matters as Authorized by Law:

Next meeting October 27, 2009. Chair Kelley said the meeting in December may be cancelled provided all are in agreement.

8. Adjourn:

Motion made by J. Jazgar and seconded by J. Neuman to adjourn at 4:35 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

6 Month Summary of 2009 Drug Demographics

Age

17 & younger	18-24	25-34	35-44	45-54	55-64	65 or older
6	209	192	99	47	7	0

Gender

Male	Female					
422	130					

Race

W	B	H	A	I	U	
297	124	57	15	51	8	

Attorney Assigned

WWL		BL		ARP		Other
222		156		162		12

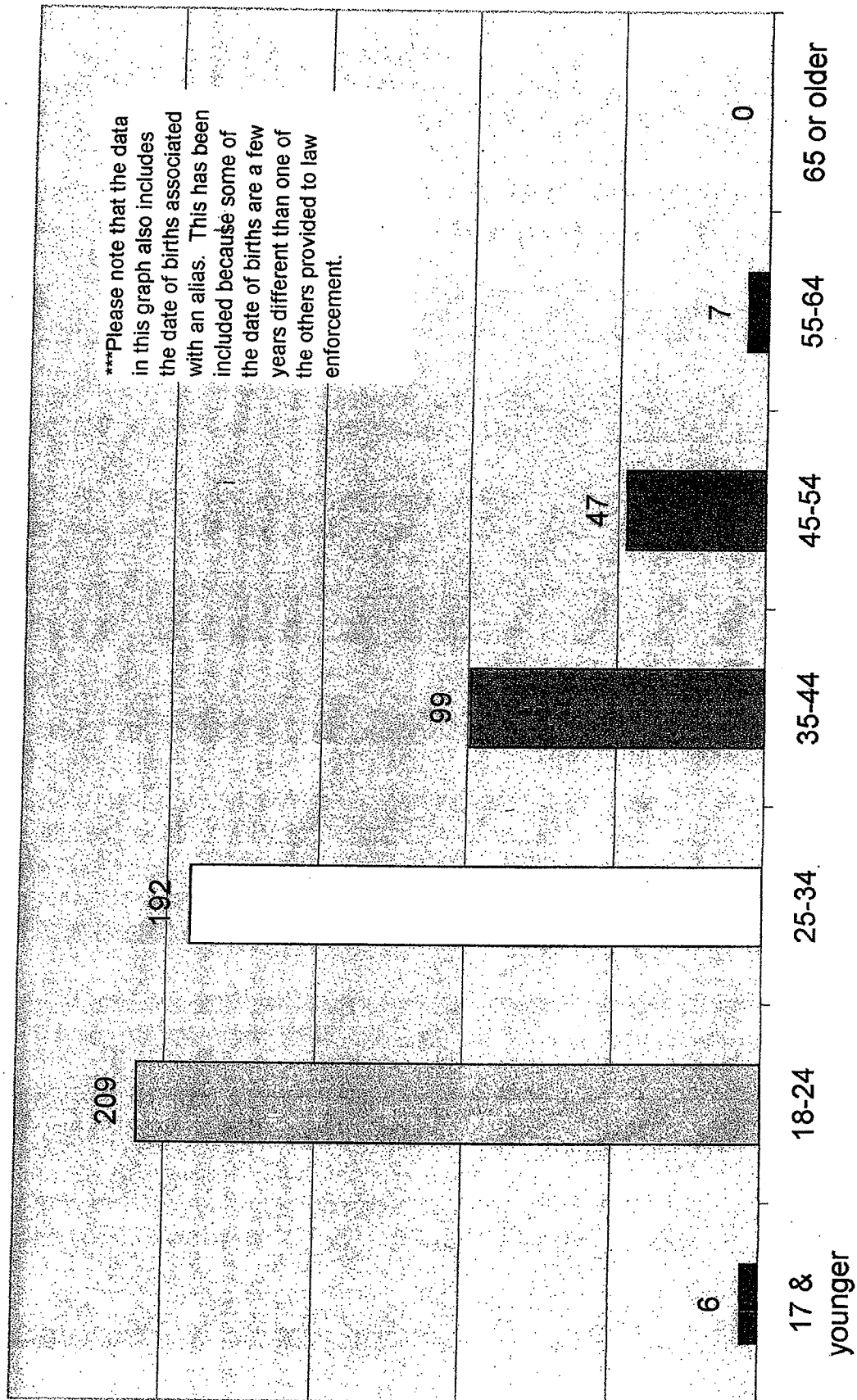
Previous Convictions

Yes			No			Pending
379			143			38

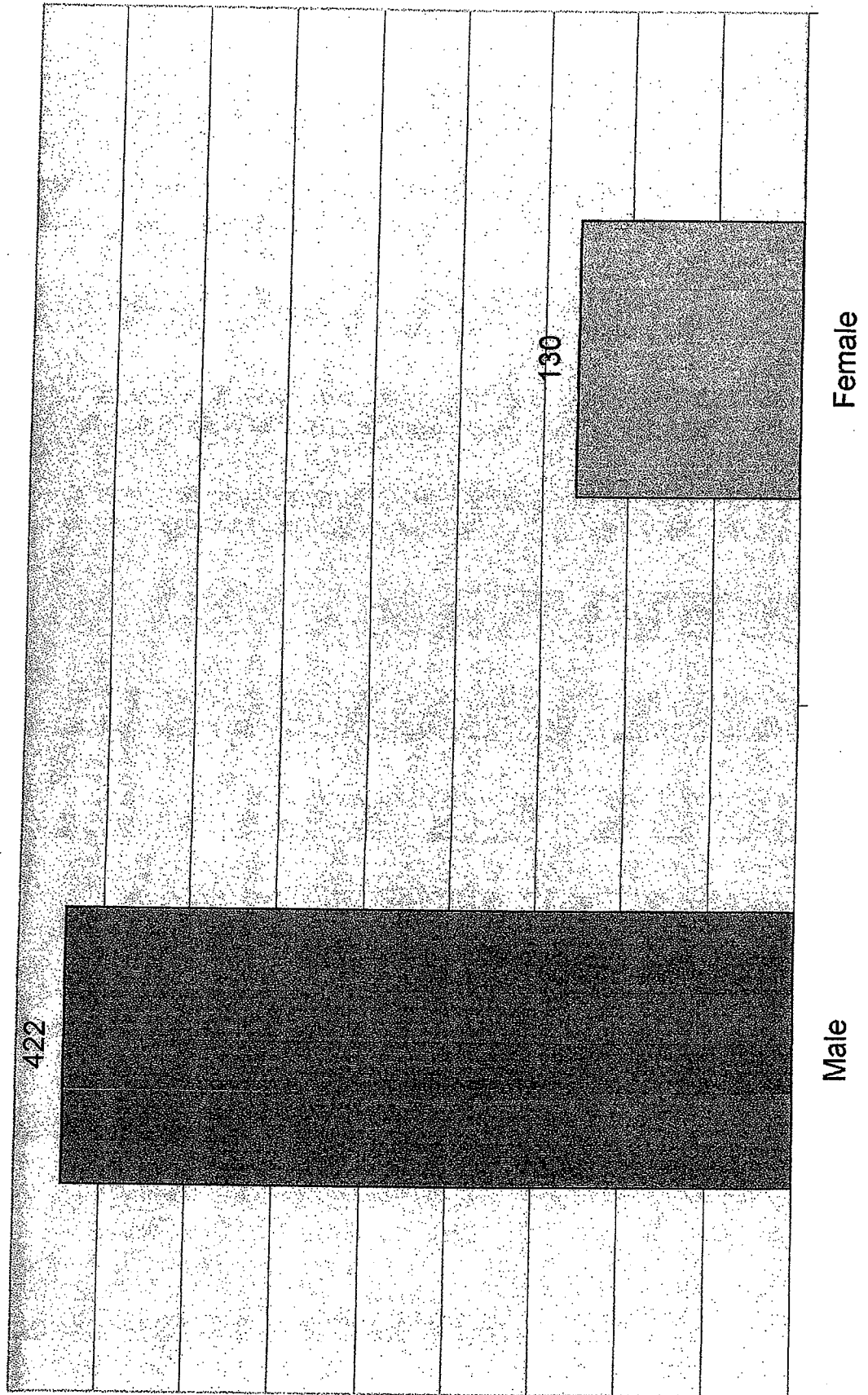
Birthplace by State

Yes				No		

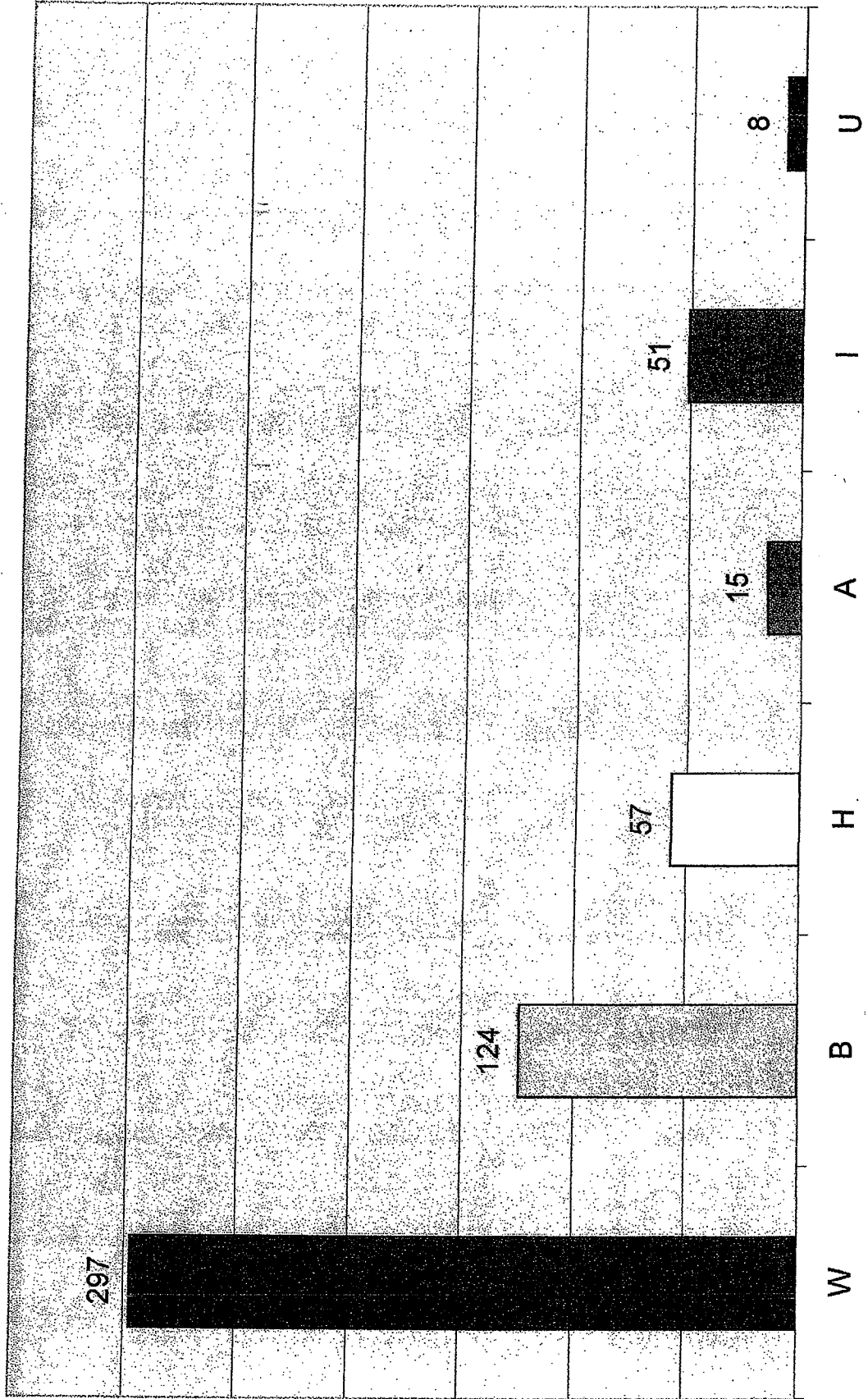
6 Month Summary of Age Range



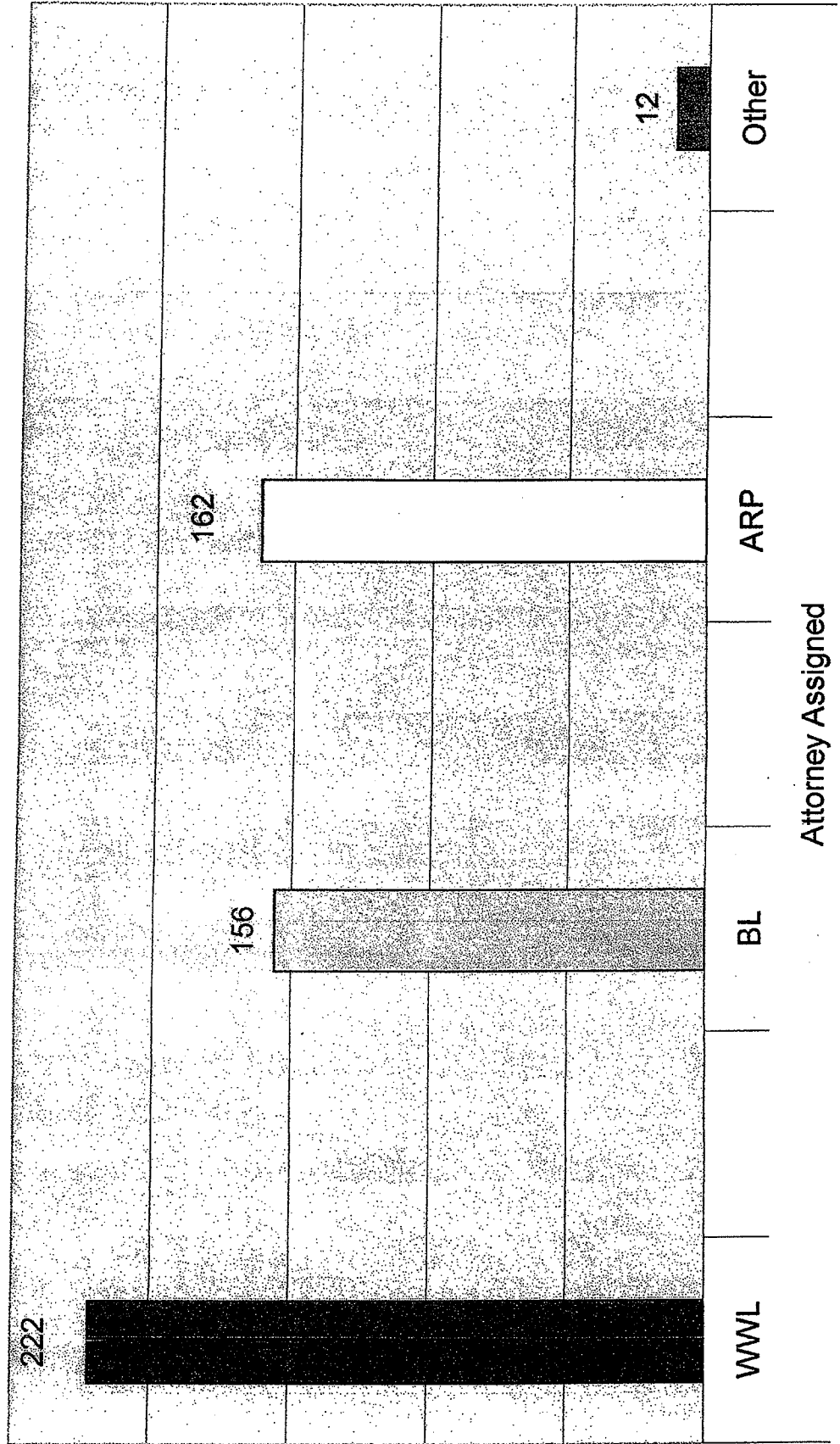
6 Month Summary of Gender



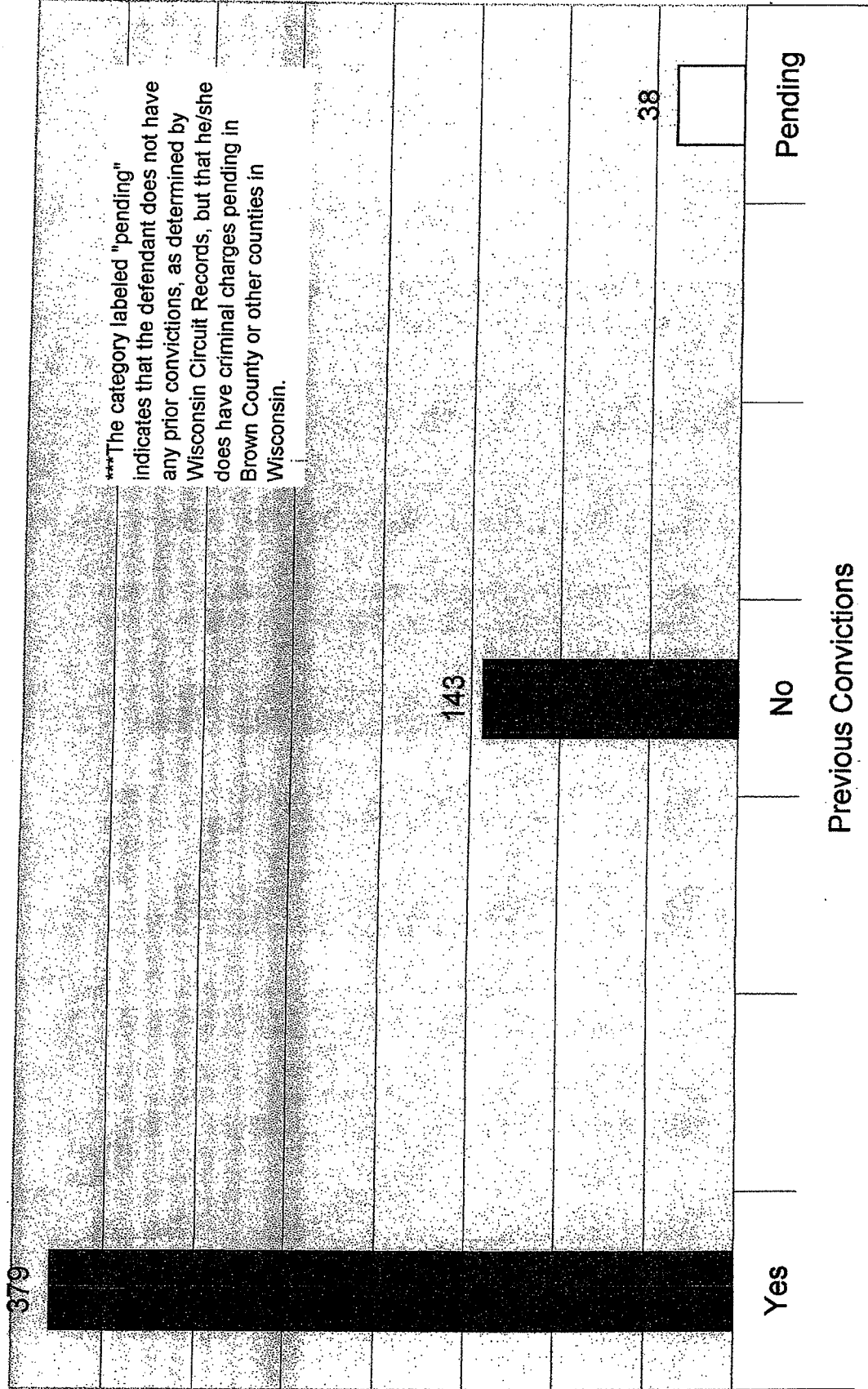
6 Month Summary of Race

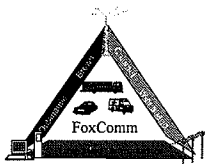


6 Month Summary of Number of Drug Cases Charged by Attorney



6 Month Summary of Previous Convictions



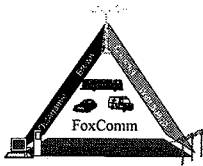


FoxComm User Technical Committee
Meeting Minutes
6/17/09

PRESENT: Bob Kavanaugh, Rob Mertins, Joan Mitchell, Gene Reece, Mary Schuelke, Kelly Sippel, Paul Xiong and John Zimmerman

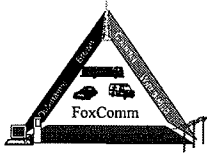
GUESTS PRESENT: Karen Carlson, Tony Lodel, Donna Potter, Brad Bastian, Bob Heimann, Mike Debruler, Cody VanBoxel, William Schroeder

1. Call to Order: The meeting was called to order at 1:39 p.m.
2. Approve Agenda: Mary Schuelke/Kelly Sippel moved approval of the June 17, 2009 agenda. Motion carried.
3. Approve Minutes from May 20, 2009 Meeting: Bob Kavanaugh/Paul Xiong moved approval of the May 20, 2009 minutes. Motion carried.
4. Premier One Presentation: Steve, Greg, and Matt from Motorola gave a presentation on the Premier One Mobile Client through the GoToMeeting viewer over the Internet. After the presentation, the group discussed the presentation and the fact that the current system was at end of life. It was noted that some features of the project being demonstrated would require infrastructure changes.
5. Radio/Steering Workgroup Update: Gene stated that each county was asked to provide help from an operational standpoint to start working on FoxComm radio. He hadn't heard back from other users yet. The hope was to start putting together the plan for how the system was supposed to work. They would also like to meet with Representative Nelson to discuss funding not coming down to the local level for these types of projects. Karen stated that a meeting would be set up with the three assembly representatives for the FoxComm region. Karen also gave an update on recent legislation progress. She explained that some of the funding mechanisms were no longer available, as grant funds had been reallocated to other projects. Karen stated that the CAD hardware was nearing end of life, and at some point, a decision would need to be made. The deadline for radio would be the end of 2012.
6. Revise and Approve Policies and Procedures
 - a. Crisis Situation Procedure – Recommend for Adoption: Gene stated that the procedure had been presented to Fire and EMS chiefs and no concerns were forwarded to him. Mary stated that Outagamie had discussions regarding internal processes, but nothing that would change the procedure. Gene Reece/Bob Kavanaugh made a motion to forward the crisis situation procedure to the Fiscal Advisory Board for approval. Motion carried.



FoxComm User Technical Committee
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- b. Operating Systems and Anti-virus Software Policy – Returned From FAB, Revise and Approve: Karen explained that the Fiscal Advisory Board wanted to see wording regarding governance and consolidated purchasing for all agencies needing software or tuning of hardware. “Foxcomm will manage the maintenance of all equipment” could be added as the last sentence. Karen stated that an REP could be done. Gene stated that this was a complete change in philosophy for FoxComm. Mary stated that this item could be covered under maintenance. Gene stated that it would be adding steps for agencies to get this done. Kelly stated that the goal was to have agencies in compliance with tuning their MDCs and have the antivirus software up-to-date. Karen wondered if the policies could be left as is with an umbrella policy on group purchasing that would be separate. She would also address concerns of maintenance contracts, and specific agency requirements. The group felt that this would be acceptable. Joan wondered if those smaller agencies would want a consultant to perform the installation. Karen stated that she would insert one line referencing group purchasing and governance. Mary Schuelke/Kelly Sippel made a motion to have Karen amend both policies to include a reference to an umbrella policy that would identify potential cost savings related to purchasing. Motion carried.
- c. Software and Hardware Deployment and Maintenance Policy – Returned From FAB – Revise and Approve: See Item b. above.
7. Common Place Maintenance Policy Update – Pilot Study: Karen had spoken with Luke Behling from OC Planning and they had discussed what he thought would work for common places. Luke would like to start a pilot project with a small community over the next few months. Gene recommended working with Victor Voss. Karen added that something would need to be done to address Calumet’s needs. Karen will proceed with the pilot project.
8. Items for Consideration over the Summer: Workgroups will continue to meet throughout the summer months.
9. Motorola Users Group Conference: The conference had been scheduled for those staff covered under the FoxComm budget.
10. Workgroup Updates:
- a. I.T.: It workgroup did not meet.



FoxComm User Technical Committee
Meeting Minutes
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- b. Fire: Gene stated that a number of counties were working on MABAS, a method for dispatching resources. The three counties were working on the same system, and he felt that procedures for CAD programming could be standardized. The group also talked about getting fire users on board early for the 2010 grant for radio funding as well as the concept of subscriber units. Their recommendation was the development of a format similar to a utility, and they will be meeting with Karen to determine how to proceed with this concept. Gene also mentioned that the group had been talking about drafting the MABAS coordinator/liaison concept for consideration.
- c. Communications: Communications workgroup did not meet.
- d. Law: Law workgroup did not meet. A decision still needed to be made by FAB regarding how long both platforms could run. Karen stated that a decision would not be made on this until it would be approved in Capital Improvement Plans. If Premier One would be the platform, it was not in the budget to even update the computers. The sooner that decision is made; the sooner counties would know what to put in their budgets. There was concern voiced about updating to Premier One Mobile before CAD.
11. Around the Table: No additional discussion.
12. Next Meeting Date and Time – Wednesday, September 16, 2009 1:30 p.m. at Fire Station #6
13. Adjourn: The meeting Gene Reece/Bob Kavanaugh – meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 21, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Rich Aicher.

MEMBERS EXCUSED: Paul Kendle

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Anne May Steffel, DonElla Payne, Matt Roberts, Chip Law.

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 17, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by M. Welch to approve the minutes from the August 17, 2009, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. September 2, 2009, letter from Astar Capital Management, Inc. regarding the Port Plaza Relocation.

R. Strong stated that the Authority provided project based vouchers to relocate the tenants of Port Plaza Towers to two new projects that are being built. Woodland Park Apartments will be located at 2809 University Avenue and provide 80 units and Trail Creek Apartments will be located at Berger and Morrow Street and provide 70 units. Construction should begin approximately November of this year with an anticipated opening for the winter of 2011.

R. Strong stated that this letter is to let the Authority know that things are moving in the right direction and is to be received and placed on file.

3. Receipt of BCHA financial audit for the 12-month period, ending December 31, 2008.

A. Steffel distributed copies of the audit to the members. She stated that the finding for this year is a carryover from last year. One previous finding dealt with the monthly oversight of our bank records. That has been cleared up by having the accountant sit with the Housing Administrator or Rob Strong and go over the financial reconciliations on a monthly basis. The second finding, which carried

over, was the financial statement preparation. That will be an ongoing finding as we don't want to pay an outside person to prepare those monthly. We only do that once a year because it is not cost effective. Other than that we are in good standing.

D. Hallet questioned if we have received approximately \$21,264.00 from the Mutual Housing Association that was from the Home Program.

A. Steffel stated that she would check on that but she is pretty sure it has been received. She does remember an amount of around \$21,000.00 being received last October.

D. Hallet stated that it is her understanding that as homeowners pay back on their notes, there would be money given back to the BCHA in the future. She could not remember how often the money was supposed to be paid back to the BCHA.

R. Strong stated that he would have to check on what the agreement says. Some CHDO funds can be kept by the CHDO to do new housing projects.

R. Aicher asked for clarification if the only finding for 2008 is the carryover from 2007.

A. Steffel responded that is correct. It is not cost effective to pay an outside person to do financial statement preparation when there is not a lot of activity except for the Section 8 program, which we monitor very closely. When K. Pamperin was the Housing Administrator he felt it was acceptable to keep things the way they are since there had been no problems. However, if the Authority feels it is warranted to look into having someone from the outside do this, we could look into that.

R. Aicher explained that the way the response is worded sounds like we have a resolution for the finding, but in actuality it will continue on. He wants to make sure everyone understands that.

R. Strong stated that staff could talk with the auditor to see if there is some middle of the road step that could be taken that isn't being done now that would help correct the finding.

A. Steffel stated that the auditors will be here next week for the GBHA audit. The GBHA has that same finding so we may want to ask the auditor the question for both the BCHA and GBHA.

The Authority was informed that A. Steffel had taken a position with HUD and would be leaving. R. Strong expressed his thanks to A. Steffel for the work that she has done and informed the Authority that he is going to Personnel to try and have the position filled.

PUBLIC HEARING:

4. Public hearing to receive input on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet stated that the BCHA is required to submit a Five-Year and Annual PHA Plan. This public hearing provides an opportunity for the public to give their input before the plans are submitted.

R. Hallet stated that she would like to move item number 9 to coincide with item 4. She would give an overview of the plan and if there are any comments from the public they could provide them at that time.

A motion was made by T. Diedrick and seconded by R. Aicher to move item 9 to be heard with item 4. Motion carried.

After the overview of the plan, R. Strong stated that the floor was open for public comment. He asked three times if there was anyone present who wished to address the hearing. There was no one present who wished to address the hearing.

9. Review and action on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet referenced the attachment to the agenda packet, which is the PHA 5-Year and Annual Plan required by HUD. She stated that she would point out the most relevant parts:

5.1 is the mission statement, which is to ensure that all residents of Brown County have the opportunity for safe, affordable housing.

5.2 reviews the upcoming goals and objectives for the PHA 5-Year Plan. She asked if there was any input on these goals and hearing none at this time, moved on to the next relevant section.

6.0 identifies the areas of the plan that have been revised by the PHA since its last Annual Plan submission.

7.0 talks about both Homeownership Programs and Project-based Vouchers. This basically summarizes what programs the BCHA has available to assist with homeownership. This section expresses the BCHA's wishes to continue to use and promote Project-based Vouchers for designation of up to 500 units.

9.0 talks about housing needs that were summarized by the City of Green Bay's Consolidated/Strategic Plan as well as the State of Wisconsin, Department of Commerce, Consolidated Plan for housing. The housing needs are broken down into five different categories.

9.1 takes the five different categories of needs and identifies the strategies for addressing those needs.

10.0 lists the goals from the previous 5-year plan as well as the progress made on these goals over the 5 years.

R. Hallet stated that attached to the plan is a summary of responses from the Resident Advisory Meeting, which was held on September 8th. Also attached is the State of Wisconsin Consolidated Plan and Certification Form along with the PHA Certifications of Compliance with PHA Plans and Related Regulations. She explained that the Annual Plan and 5-Year Plan are together in the same format. There is nothing separate for the Annual Plan when it is the year to submit the 5-Year Plan.

R. Aicher stated that on page 2 of 2 for the PHA Certifications of Compliance with PHA Plans and Related Regulations only the line for 5-Year PHA Plan for Fiscal Years 2010-2014 is checked but not Annual PHA Plan for Fiscal Years 20__-20__, and questioned if that should also be checked.

D. Payne stated that on page 1 of the PHA 5-Year and Annual Plan in section 3.0, you need to select the submission type and 5-Year and Annual Plan has been selected. The annual plans are not separated until the second year of the five years. Everything is incorporated into one at this point and then annually you break down what you have accomplished toward the 5-Year Plan.

R. Hallet stated that prior to leaving ICS she worked on this plan and DonElla and other staff at ICS have been working on it since her departure and she is very confident that nothing is missing that needs to be submitted for the annual portion of this and everything that is needed is here.

D. Payne explained that originally the form from HUD is two pages, but as you add your information and answer the questions, it expands the form but doesn't automatically update the page numbering to reflect the actual number of pages you are submitting on their two page form.

R. Aicher stated that he doesn't see anything referencing fraud and the work being put into that. He suggested adding a goal for integrity of the program and then bullet points talking about the investigations and work being done.

No comments were made by the public and so a motion was made by R. Aicher and seconded by T. Diedrick to approve the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan with the amendment of the goals. Motion carried.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications

- D. Payne stated that there were 161 preliminary applications received by ICS for the month of August.
- B. Housing Assistance Payments
D. Payne stated that the HAP for August was \$1,030,824.00
- C. Housing Assistance Unit Count
D. Payne stated that the unit count was at 2714.
- D. Housing Quality Standard Inspection Compliance
M. Roberts stated that the initial inspections pass rate jumped 5%. The re-evaluation inspections passing rate did drop from 30.79% to 23.82%. The fail rate has stabilized at around 33.51%.
- E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law stated that they are still \$30,646.40 under budget this year. They are fully staffed at this point so he does not believe this number will rise and that the number should actually drop, which is typical.
- F. SEMAP Monitoring Report
D. Payne stated that the SEMAP score is still a high performer.
- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
D. Payne stated that for the month of August there are 101 clients, of which, 38 have escrow accounts and 2 graduated. There are no new contracts.
- H. Report on the Housing Choice Voucher Home Ownership Option.
D. Payne stated that the client count is 95.
6. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.
- D. Payne stated that there were 13 investigations opened in August. Three were closed as substantiated, 1 was closed as unable to substantiate, and 9 investigations remain open.
- The Authority has asked that on the spreadsheets that are submitted by Langan Investigations, that they leave apartment unit numbers off the spreadsheet. They do like having the street name and location i.e. Green Bay, Howard, etc.

OLD BUSINESS:

7. Preview and feedback on presentation of Housing Choice Voucher Program for County Board of Supervisors at their October 21, 2009, meeting.
- F. Hallet stated that at the last BCHA meeting it was discussed that a presentation would be made to the Brown County Board of Supervisors. Coincidentally, a few days after the last BCHA meeting, she received a call from Supervisor Zima

requesting them to come and give a presentation. R. Hallet distributed copies of the draft presentation and stated that at tonight's meeting the Authority would be presented with a preview of the presentation that would be made to the County Board and could provide their feedback so that changes could be made.

After the presentation and discussion, it was determined that the Authority's next meeting is on October 19, 2009, and finalization of the presentation will be done at that meeting.

NEW BUSINESS:

8. Review of comments from Resident Advisory Board meeting on September 8, 2009.

F. Hallet distributed the minutes from the Resident Advisory Board meeting to the Authority. There were three suggestions that came from both the oral comments during the meeting and the written comments that were collected. The recommendations are for staff to continuously remain aware of protecting client confidentiality, to be mindful of wording used to describe individuals who have a disability by always indicating first and foremost that they are a person or an individual that has a disability not that they are disabled, and a suggestion about mandating renter's insurance for each HCV recipient.

F. Hallet stated that she did not believe HUD would allow us to require renter's insurance but it is something that could be suggested to the recipients.

C. Hallet stated that she believes that there are some landlords that require their tenants to have renter's insurance as part of the lease.

F. Strong stated that it would be a good idea to let participants know that they are responsible for insuring their belongings and being in this program does not protect them. He also suggested contacting the insurance company that housing authorities throughout the country utilize and see if they would be willing to offer an affordable renter's insurance through their agency.

D. Payne stated that if the insurance company did offer something through their agency the information could be included in the packets that are given to participants.

BILLS:

A motion was made by T. Diedrick and seconded by M. Welch to approve the payment of the bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

R. Hallet distributed the response that was sent to the Brown County Board of Supervisors regarding their request to require applicants to the program to check in on a monthly basis.

A motion was made by M. Welch and seconded by T. Diedrick to adjourn the meeting at 5:31 p.m. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 10, 2009 in Boardroom A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, Wisconsin

Present: Barbara Bauer, Paula Geishirt, JoAnn Grascberger, Tom Lund,
Dottie Schoenleber, Helen Smits, Andy Williams

Excused: Maria Zehren

Also

Present: Jayme Sellen, County Executive's Office
Mallory Tomasovich, Sarah Dennis, Karen Johnston -
Catholic Charities

1. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:17 p.m.

2. **Approve/Modify Agenda:**

Motion made by A. Williams and seconded by J. Grascberger to approve the agenda as written. MOTION CARRIED UNANIMOUSLY

3. **Approve Minutes of August 13, 2009 Human Services Board Meeting:**

As there was not a quorum present, no formal action was taken.

4. **Catholic Charities Teen Parent Presentation:**

A presentation was made by Mallory Tomasovich – Teen Parent Program Case Manager, Sarah Denis - Child Welfare Case Manager, and Karen Johnson – Director of Catholic Charities.

Ms. Tomasovich explained that the Teen Parent Program, which is part of Catholic Charities, offers case management services to those teens that are in need of support in creating a parenting plan. The ultimate goal is to help the teen parent get connected with community resources such as WIC, Medical Assistance, Food Stamps, Housing Assistance, and Child Care. The program believes in teaching abstinence education as a way to prevent unplanned pregnancies and addresses social and peer pressure, with the focus on independent living skills and building positive relationships for individuals. A \$1500 grant from the Partnership for Education has trained two staff in outcomes of forty Developmental Assets. External assets are identified in categories of support, empowerment, boundaries and expectations, and constructive use of time. Internal assets include a commitment to learning, positive values, social competence, and positive identity.

Ms. Tomasovich explained that at this time, only 1% of teen mothers choose adoption. Participants must meet with the case manager on a regular basis, must make improvements in their lives, must attend school and graduate, attend budget counseling, etc. Of the 12 clients who graduated this quarter, six are employed. (Specific outcomes are attached)

5. **Family Care Update:**
Jayme Sellen, serving in a quasi role as assistant to the County Executive, as well as Interim Human Services Director, explained that although the Family Care District has interviewed for a Planning Director, because of lack of experience of the applicants, the position will be reposted. Salary is in the range of \$56,000 to \$65,000. A web site will be available to follow the process. Informational forums are planned to begin in November for the public, providers, clients, etc., with enrollment to begin in December 2011. The "district" will include seven counties, along with the possibility of three tribal governments.
6. **Community Treatment Center Update:**
Ms. Sellen reported that construction is on schedule with staff tours starting within the next week, followed by a ribbon cutting on October 6th (invitations will be sent out), Administrative staff will move to the new building on October 8th, followed by the nursing home on the 10th, and the hospital on the 11th.
7. **Financial Report:**
Financial reports as included in packet material were reviewed.
8. **Bellin Hospital Statistical Update:**
A report from Linda Roethle of the Bellin Psychiatric Center showed no transfers of involuntary adolescents to other institutions, nor were there any admissions refused in the month of August.
9. **Mental Health Center Statistical Update:**
Amended August 2009 stats were distributed by Ms. Sellen and are attached.
10. **Contract Update:**
A listing of contract providers as included in packet material as of August 18th was reviewed.
11. **Director's Report:**
Ms. Sellen reported that Brian Shoup has been offered the position of Brown County Director of Human Services and will begin October 16th pending County Board approval at their meeting on September 16th. Mr. Shoup comes from Marquette University after 22 years experience as a chief executive of several behavioral health and human service nonprofit organizations. He also founded Associated Employee Assistance Services of Wisconsin, a for-profit EAP company that contracts with private and public employers throughout Wisconsin. Mr. Shoup has a Master of Public Services Administration Degree from the University of Wisconsin-Oshkosh.
12. **Any Other Matters:** None
13. **Adjourn Business Meeting:**

Motion made by A. Williams and seconded by P. Geishirt to adjourn at 6:38 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary